

6780 (I)  
6790 (II)  
6800 (Sr.)

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

07/05/96  
Revised

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**TITLE: LAND RECORDS TECHNICIAN SERIES**  
**Land Records Technician I**  
**Land Records Technician II**  
**Senior Land Records Technician**

**DEFINITION**

Under general supervision, to perform technical, subprofessional, and/or lead supervisory work in the investigation and preparation of real property maps and documents; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Land Records Technician I: This is the entry level class in the subprofessional office surveying series. Work requires applying principles of surveying law, land title determination and drafting to investigative assignments. Work is performed under supervision of technical and professional superiors who make assignments, assist in resolving difficult technical problems and review work for completeness and accuracy.

Land Records Technician II. This is the journey level class in the subprofessional office surveying series. A Land Records Technician II works under general supervision and is expected to perform advanced technical subprofessional office surveying work whereby they are responsible for the conduct of a significant phase of a project. Work in this class is distinguished from that of the Land Records Technician I class by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate.

Senior Land Records Technician. This is an extension of the journey level class, whereby the additional responsibilities of a lead person are added to the Land Records Technician II duties. Appointment to this position requires the employee to have some administrative and supervisory training and/or experience. A Senior Land Records Technician assists the Surveyor in resolving highly complex problems, setting priorities and creating office procedures and training subordinate personnel. They may have limited supervision over lower level technical staff. In the absence of the Surveyor, the Senior Land Records Technician acts in a lead supervisory capacity while continuing to participate in Land Records Technician II work.

Positions in this series may be allocated at any level depending upon work requirements. Appointment to the higher levels is not automatic and requires that the position be classified at the higher level, that the employee be performing substantially the full range of duties for the class, and that the employee meet the qualifying standards for the class.

**REPORTS TO:** Surveyor

**SUPERVISION RECEIVED AND EXERCISED**

Receives close to general supervision from the Surveyor. Senior Land Records Technicians may exercise lead direction on a project basis over technical staff as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not necessarily limited to, the following:

- Research land title records to identify ownership and locate boundaries.
- Prepare legal descriptions and maps of land subdivisions and property affected by municipal projects and land development cases.

- From survey notes and legal descriptions, prepare maps and drawing of property lines, easements and rights-of-way.
- Perform mathematical computations to determine distances, areas, angles, bearings and earthwork quantities.
- Review subdivision and parcel maps for accuracy of calculations, completeness and use of accepted land surveying methods and procedures.
- Participate in the research of, and prepare a variety of documents, including deeds, easements and descriptions for street and alley vacations, annexations, condemnations and leases.
- Prepare reports regarding title and boundary information.
- Prepare and process encroachment permits.
- Research and issue public property records for private engineers and surveyors.
- Respond to walk-in and telephone inquiries regarding the status of maps, public right-of-way, easements, and other related items.
- In the absence of the Surveyor, sign legal documents and perform administrative duties.
- Supervise and train subordinate technical personnel.

## **QUALIFICATIONS**

### **Land Records Technician I**

#### **Knowledge of:**

- Principles and practices of land surveying.
- Principles and techniques of real property descriptions, title research, and identifications.
- Drafting methods, techniques and equipment.
- Algebra, geometry, and trigonometry.

#### **Ability to:**

- Understand and interpret legal descriptions, maps, construction plans and survey notes.
- Make moderately complex mathematical calculations.
- Prepare maps from field notes and legal descriptions.

#### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade supplemented by successful completion of college level courses in surveying or legal descriptions and principles.

Experience: One year of experience in surveying, engineering, or land title research at a level equivalent to an Engineering Aide II in the City of Riverside.

## **Land Records Technician II**

In addition to the qualification for Land Records Technician I:

### **Knowledge of:**

- Operating procedures of the County Recorder's and Assessor's offices and title insurance companies.
- Practices and material of Public Works and Public Utilities design and construction.
- Land Surveyor's Act, Subdivision Map Act and City Subdivision Ordinance.

### **Ability to:**

- Interpret legal descriptions, maps, construction plans, utility drawings, and survey notes.
- Make complex mathematical calculations.

### **Education and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade supplemented by successful completion of college level courses in land surveying, mapping, and mathematics.

Experience: Two years of experience in surveying and title work at a level equivalent to a Land Records Technician I in the City of Riverside.

### **Desirable Special Requirement**

Possession of a Land Surveyor-in-Training Certificate.

## **Senior Land Records Technician**

In addition to the qualifications for Land Records Technician I and II:

### **Knowledge of:**

- City of Riverside Administrative Manual.
- Public Works Department policies and procedures.

### **Ability to:**

- Act as a lead person in the operation of the section.
- Train and supervise subordinate personnel in the absence of the Surveyor.

### **Education and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade supplemented by successful completion of college level courses in surveying and mapping, mathematics and supervision.

Experience: One year of experience at a level equivalent to a Land Records Technician II in the City of Riverside.

**Desirable Special Requirement**

Possession of a Land Surveyor-in-Training Certificate.

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Land Records Technician I

**TO:** Land Records Technician II

**TO:** Senior Land Records Technician

**TO:** Surveyor